


BOARD OF COMMISSIONERS REGULAR MEETING



Charlottesville Redevelopment and
Housing Authority



Council Chambers, City Hall

February 22, 2016

6:00 p.m.

**Regular Meeting
Charlottesville Redevelopment and Housing Authority
Monday, February 22, 2016 at 6:00 p.m.
City Council Chambers**

Agenda

- I. Call to Order**
- II. Roll Call of Commissioners**
- III. Moment of Silence**
- IV. Approval of the Minutes of the Regular Meeting of the Board of Commissioners held on December 16, 2015**
- V. Approval of Minutes of the Special Meeting of the Board of Commissioners held on January 14, 2016**
- VI. Operations Report**
- VII. Update on Hiring Process for Executive Director**
- VIII. Public Comments followed by PHAR comment**
- IX. Finance Report**
- X. Overview of Budgeting Process**
- XI. Budget Discussion**
- XII. Resident Services Committee Reports from December and January**
- XIII. Proposed Changes to CRHA Parking Policy**
- XIV. Other Business**
- XV. Public Comments**
- XVI. Meeting Date Announcements**
- XVII. Adjournment**

**Regular Meeting
Charlottesville Redevelopment and Housing Authority
Monday, February 22, 2016 at 6:00 p.m.
City Council Chambers**

CRHA Meeting Announcements

CRHA Special Board Meeting: Wednesday, Feb. 24, 2016 1:00 p.m. Basement Conference Room

Resident Services Meeting: Thurs. March. 10, 2016 at 1:00 p.m. Westhaven Community Center

Finance Meeting and Budget Worksession: Wed. March. 23, 2016 at 4:30 p.m. Basement Conference Room

CRHA Regular Meeting: Mon. March 28, 2016 at 6:00 p.m. in City Council Chambers

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE
CHARLOTTESVILLE REDEVELOPMENT AND HOUSING AUTHORITY**

December 16, 2015

The Board of Commissioners of the Charlottesville Redevelopment and Housing Authority, (hereinafter "CRHA" or the "Housing Authority") held the Regular Meeting at 6:00 p.m. on December 16, 2015, in City Council Chambers at City Hall.

I. CALL TO ORDER

Chair Jones called the meeting of the Board to order at approximately 6:05 p.m. on December 16, 2015.

II. ROLL CALL OF COMMISSIONERS

Present:

Ms. Julie Jones, Chair
Ms. Audrey Oliver, Treasurer
Mr. Keith O. Woodard, Commissioner
Ms. Betsy Roettger, Commissioner
Mayor Satyendra Huja, Commissioner

Absent:

Mr. Nicholas Yates, Commissioner¹
Ms. LaTita Talbert, Vice-Chair

Staff Present:

Ms. Constance Dunn, Executive Director
Ms. Amy Nofziger, Executive Administrator
Ms. Heather Jeffries, Asset Manager
Mr. Andrew Gore, Assistant City Attorney

III. MOMENT OF SILENCE

Chair Jones called for a moment of silence.

IV. APPROVAL OF MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD OCTOBER 26, 2015

Mayor Huja moved to approve the Minutes. Commissioner Woodard seconded the motion. All voted in favor to approve the Minutes without abstention.

V. APPROVAL OF MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD NOVEMBER 23, 2015

Commissioner Oliver motions to approve the Minutes. Commissioner Roettger seconded the motion. Mayor Huja and Commissioner Woodard asked for clarification and correction in using the phrase "Hiring Committee".

VI. EXECUTIVE DIRECTOR'S RESPONSE TO QUESTIONS FROM PREVIOUS MEETING

Ms. Dunn said that there have been numerous discussions about lighting and the need for CRHA to have a lift. CRHA recently located a 60 foot lift which is priced at only \$28,000. We are evaluating the specifications to determine if it is the appropriate equipment and if the purchase includes a suitable warranty.

Ms. Dunn said that CRHA forwarded the lease briefing Power Point to PHAR and Legal Aid but to-date there have been no comments or suggestions provided. This presentation will be used to enhance

¹ Commissioner Yates arrived after the roll call.

communication and educate residents with regard to their obligations under the lease agreement. A section educating residents regarding bed bugs will be included in the Power Point.

Ms. Dunn said that CRHA passed a motion to create a Camera committee due to safety concerns in the Communities and resident's concerns about vandalism, however to-date there have been no volunteers to serve on this committee.

Ms. Dunn stated that CRHA received communication from Dominion Environmental that the survey of the sinkhole site is complete. The survey will be used to determine corrective action along with geotechnical testing. Recommendations as to how to address the site are expected by the end of this week.

VII. EXECUTIVE DIRECTOR'S REPORT

Ms. Dunn reported that tonight is Mayor Huja's last meeting as a CRHA Commissioner. She said that Mayor Huja has always demonstrated an inherent understanding of the unique nature of housing in Charlottesville, while at the same time showing a clear and practical understanding of CRHA's operational and financial challenges. We want to thank Commissioner Huja for his service to the Board and to the Housing Authority

Ms. Dunn said that the Housing Authority will be losing another of its essential and dedicated employees at the end of this year. Heather Jeffries, Asset Manager, has accepted another management position here in Charlottesville. Over her 10 years, Heather has held nearly every role possible at the Housing Authority. She has always been willing to do whatever necessary to cover operational needs—even holding multiple positions at the same time without additional pay, recognition, or complaint. Heather has always been the “go to person” for her co-workers and particularly for Directors in need of her institutional knowledge and expertise. Ms. Dunn said she wishes Heather the best with her career change and that she will be greatly missed.

VIII. PUBLIC COMMENTS FOLLOWED BY PHAR COMMENTS

Annette Wilcox, 1400 Monticello Rd., said that Locust Grove is too expensive and she will stay at her current residence for five more years.

Connie Rosenbaum, 802 Hardy Dr., said the light at the nursing clinic is out again and that something must be wrong with it. She said the 802 building needs to be sprayed for roaches and that mold is something that she is allergic to.

Brandon Collins, PHAR, passed out the report. He said PHAR has safety concerns. He said he addressed City Council on CRHA's behalf and he encourages that partnership. Mr. Collins said he apologizes for criticizing CRHA for not providing services after a tragedy when in fact services were provided. Mr. Collins said the community center deposits are being refunded as a statement credit versus an actual check and PHAR opposes that. He said that rent statements are hard for people to understand and would like the opportunity to reformat them. He said the lease briefing fell off his radar. Full Report that was passed out is attached.

IX. PUBLIC HEARING ON ANNUAL PLAN

Brandon Collins, PHAR, said he would like to start planning earlier, frequent updates from Modernization Coordinator to help prioritize; frequent ongoing review of the Goals and Objectives; key fob system needs to be installed at the community centers and should be in the Capital Fund Plan; and look at waitlist information in regards to fluctuations.

X. DISCUSSION AND APPROVAL OF THE ANNUAL PLAN

Ms. Dunn gave an overview and updates to the Annual Plan. There was brief Board discussion. Commissioner Woodard motioned to approve the Annual Plan as proposed. Mayor Huja seconded the motion. All voted in favor without abstention.

XI. RESIDENT SERVICES COMMITTEE REPORTS

Commissioner Oliver gave the Resident Services Committee Meeting report and is included in the Board Meeting Packet. The next meeting will be held Thursday, January 14, 2015, at 1 p.m. at South 1st Street Community Room.

XII. OTHER BUSINESS

Executive Director hiring process update: Phone interviews are planned for the first week of January. Julie Jones, Audrey Oliver and Mike Murphy will be conducting these phone interviews.

Ms. Dunn announced Heather Jeffries' departure and thanks her for her service.

Board members thanked Mayor Huja, Ms. Jeffries and Ms. Dunn for their service and wished them farewell.

XIII. COMMITTEE MEETING DATE CHECK-IN

- Resident Services Advisory Committee Meeting will be held Thursday, January 14, 2016, at 1:00 p.m. at South 1st Street Community Room.
- Finance Committee Meeting will be held Wednesday, January 20, 2016, at 4:30 p.m. at the Basement Conference Room, City Hall, with a Budget Planning Meeting to immediately follow.
- Board of Commissioners Meeting will be held Monday, January 25, 2016, at 6:00 p.m. in City Council Chambers.
- Board training will be scheduled in early January.

XIV. PUBLIC COMMENTS

Connie Rosenbaum, 802 Hardy Dr., asked who the Asset Manager is for Westhaven and suggested a police sub-station at Westhaven.

Brandon Collins, 418 Fairway Ave., PHAR, said that those that are leaving service will be missed. He said the residents still need help during the vacancies. He thanked the Board for the service.

Kim Rolla, LAJC, said that Westhaven residents are concerned with maintenance, the grievance system and high utility charges. She thanked departing staff.

Commissioner Yates said the intercom at Crescent Halls needs to be looked at. Ms. Dunn said it is being replaced.

XV. ADJOURNMENT

Chair Jones adjourned the meeting at approximately at 7:03 p.m.

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE
CHARLOTTESVILLE REDEVELOPMENT AND HOUSING AUTHORITY**

January 14, 2016

The Board of Commissioners of the Charlottesville Redevelopment and Housing Authority, (hereinafter "CRHA" or the "Housing Authority") held the Special Meeting at 7:00 p.m. on January 14, 2016, in Basement Conference Room at City Hall.

I. CALL TO ORDER

Chair Jones called the Special Meeting of the Board to order at approximately 7:00 p.m. on January 14, 2016.

II. ROLL CALL OF COMMISSIONERS

Present:

Ms. Julie Jones, Chair
Ms. Audrey Oliver, Treasurer
Mr. Wesley Bellamy, Commissioner
Ms. Betsy Roettger, Commissioner
Mr. Keith Woodard, Commissioner

Absent:

Ms. LaTita Talbert, Vice-Chair¹
Mr. Nicholas Yates, Commissioner

Staff Present:

Mr. Andrew Gore, Assistant City Attorney

III. MOTION FOR CLOSED SESSION

Upon motion and second, all Commissioners present, without abstention, voted in favor of going into Closed Session for the purpose of discussion of personnel matters related to the open position of Executive Director.

IV. RESUME OPEN MEETING

Chair Jones reopened the meeting to the public. Commissioner Roettger moved that the Certification of Closed Meeting be adopted and upon second all present voted in favor without abstention.

V. RESOLUTION #1348 APPOINTING ACTING DIRECTOR OF FINANCE AND ADMINISTRATION

Commissioner Bellamy moved to approve the resolution to include a provision for 10% bonus pay. Commissioner Woodard seconded the motion. All present voted in favor without abstention.

VI. RESOLUTION #1349 AUTHORIZING INTERAGENCY AGREEMENT WITH THE ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY FOR OPERATIONS MANAGEMENT SERVICES

Commissioner Bellamy moved to approve the resolution. Commissioner Woodard seconded the motion. There was Board discussion regarding the agreement. All present voted in favor without abstention.

VII. OTHER BUSINESS

There was Board discussion about upcoming meetings.

VIII. ADJOURNMENT

Chair Jones adjourned the meeting at approximately 7:55 p.m.

¹ Commissioner Talbert arrived after roll call and during the Closed Session.

Report from the Alexandria Redevelopment & Housing Authority (ARHA)

February 22, 2016

Members from the executive team from the Alexandria Redevelopment and Housing Authority (ARHA) have visited with the Charlottesville Redevelopment and Housing Authority (CRHA), furthering the engagement to assist with executive oversight and introducing Authority best practices. The weekly visits began the first week of February and will continue through to the end of March. The weekly visits thus far have been:

January 8: Connie Staudinger, Chief Operating Officer; Oscar Rider, Director of Human Capital; and Bob Fetrow, Consultant

February 2nd – 3rd: Doug Owens, Deputy Executive Director and Oscar Rider, Director of Human Capital

February 10th – 11th: Chaba Josa, Director of Facilities and Modernization and Bob Fetrow, Consultant

February 17th & 18th: Douglas Owens, Deputy Executive Director

In addition to the above, all team members, including Roy O. Priest, CEO and Cindy Thompson, Director of Housing Choice Voucher Programs, (the “Team”) have been resources to CRHA via telephone and email correspondence. We will continue to cover the agency at least two days per week. Our current plan is to rotate Doug Owens and Oscar Rider, as Mr. Rider is working on all tasks related to Human Resources, including the ED search and Mr. Owens is completing work related to household meetings prior to eviction and resident grievance related hearings.

PRIORITY WORK ASSIGNMENTS

The highest priority was providing on-site coordination for executive decisions for CRHA staff (“Staff”) and providing technical expertise for improvements to operations, budgets, programs and staff efficiencies. The Team’s on-site coordination efforts continue to advance the accomplishment of the near term goals and on-going work items. During the course of the next month, suggestions will be provided for continual improvement.

Completed Actions:

- Executive Oversight
 - Providing guidance for resident and employee grievances
 - Providing organizational capacity building and improving staff efficiencies - reviewing applicant qualifications for vacant positions, employee evaluations and cross-training for current employees where possible, and overall advising on appropriate staffing levels
- Managerial Oversight Initiated
 - Maintenance & Facility Processes Review
 - Asset Management
 - HCV Program
 - Operations

- Board presentation for Budget Process
- Operating Fund Calculation for Calendar Year 2016
- Review and update on VMS Reporting

Near Term Actions:

- Started the budget for fiscal year ended 2017: completed a majority of the revenue, payroll, benefits, housing assistance payments, asset management fee schedule and portions of the office expense budgets. This budget will include prior year comparisons to actual expenditures, analysis on subsidy payments received by program for the past five years, analysis of revenues for the past five years, analysis of expenses for the past five years and analysis of units leased and available for the past five years.
- Completed meetings with Executive Staff and two Commissioners for the planning, goals and objectives related to the Budget process. Meetings went over revenue and expense expectations, review of program needs, processes related to coding and tracking expenses related to the budget as well as needs of individual sites and programs
- Meetings with Finance Department staff on current invoice and check writing processes. Assisted in reorganizing the processes related to this, streamlining the process of coding of invoice and check writing time frames.
- Reviewed current conversion from Elite to Yardi Software progress. Noted items of concern, began the development of a plan to address each item, completed action plan to manage the process of completing the conversion prior to the fiscal year end date of March 31, 2016.

On- Going Activities:

- Vacant Unit Turnover – Strategizing on most efficient method to fill-in vacant units. We believe the most effective and efficient strategy is to immediately identify small contractors interested in completing unit turns, work with appropriate Staff to create a Scope of Work and receive quotes for the work.
- Capital Funds - Review and full implementation for budget purposes. We have gathered most of the information and have started the review. Priority is on the CF Year 2012.
- Sinkhole Project – Emergency repair, engineering, requirements, contracting of work and insurance coverage. Conversations with Andrew Gore have also informed this process.
- Facilities Improvements - Submetering of residential utilities

Upcoming Deliverables:

- Administrative and maintenance expenses budgets: Meetings with Executive staff to measure progress, assist with issues and adjust the action plan to meet the reporting deadlines for the fiscal year end March 31, 2017 budget. Due week of February 24, 2016.

- Draft Budget for review: Complete a draft budget for review by Executive Staff and the Board of Commissioners involved in the Finance Committee. Due week of March 2, 2016.
- Full ARHA Executive team visit to be on-site at CRHA: Meetings with Staff to provide detailed and insightful recommendations across various program areas and to recap the progress. Due week of March 7, 2016.

Westhaven Sinkhole Update:

1. Engineering Firm completed preliminary analysis of the situation and possible work to correct the issue at the end of December.
2. Engineering Firm completed a remediation plan with cost estimates in February. Cost estimates below.
3. CRHA is seeking expert assistance in reviewing the remediation plan from City of Charlottesville engineers and ARHA's Director of Facilities. We will have their input this week.
4. Engineering firm is evaluating whether they can do the work themselves or if whether CRHA must find a different contractor. We should know this week whether the engineering firm can complete the work.
5. Work to remediate will begin as soon as possible, which will depend on whether the engineering firm can complete the work or whether another contractor must be selected.

Paying for the remediation:

With ARHA's assistance, CRHA is pursuing allocating Capital Fund money to cover these expenses.

[illegible]

Preliminary Geotechnical Engineering Report

**Westhaven Development Retaining Wall,
Stormwater Management Structure and
Staircase, Hardy Drive, Charlottesville, Virginia**

Underhill Project No. 15014.00

December 18, 2015





December 18, 2015

Mr. Michael F. Myers, PE, CFM, Director of Engineering
Dominion Engineering and Design, LLC
172 South Pantops Drive, Suite A
Charlottesville, VA 22911

Subject: Preliminary Geotechnical Engineering Report, Westhaven Development Retaining Wall, Stormwater Management Structure, and Staircase, Hardy Drive, Charlottesville, Virginia (Underhill Engineering Project No. 15014.00)

Dear Mr. Myers:

Underhill Engineering, LLC (Underhill) is pleased to present this Preliminary Geotechnical Engineering Report for the above referenced project. The geotechnical engineering services for this project are provided in accordance with Underhill Engineering's Agreement with Dominion Engineering and Design, LLC dated October 22, 2015, and accepted November 12, 2015.

Scope of Services

The Scope of Services for this project was as follows:

- Field Services including layout of hand auger and test boring locations.
- Miss Utility notification for clearance before excavation, as required by state law.
- Marking of existing underground utilities and other anomalies within the study areas, using Electro-Magnetic Induction (EMI) equipment.
- Evaluation of potential voids beneath the existing concrete staircase using Ground Penetrating Radar (GPR) equipment.
- Subsurface Exploration consisting of three mechanically-advanced soil test borings and four hand augers performed to the proposed grades or prior refusal:
 - One test boring was proposed to a depth of 25 feet and two test borings were proposed to a depth of 10 feet each. Standard Penetration Test sampling was performed with continuous sampling through fill soils, and N values obtained as borings were advanced and split-spoon samples collected.
 - Three hand augers were proposed to a depth of 10 feet each and one hand auger was proposed to a depth of 5 feet. Hand augers were excavated to the proposed

depths or to prior refusal. The consistency and density of soils encountered in the excavations were evaluated by probing with a Geostick Penetrometer at approximate one-foot intervals.

- Representative soil samples were taken from the subsurface exploration program for soil laboratory testing.
- Groundwater conditions were documented during drilling, including noting groundwater conditions encountered during drilling, at completion of the borings, and after augers were removed.
- A temporary PVC water observation well was installed in one boring to evaluate long-term water level conditions in the area evaluated.
- Test borings and hand augers were backfilled with auger cuttings to final grade.
- Soil laboratory testing consisting of natural moisture content, Atterberg Limits, and gradation tests.
- Underhill's Preliminary Geotechnical Engineering Study consisted of Analyses and this Preliminary Geotechnical Engineering Report. The report includes the following:
 - Documentation of the observed field conditions.
 - Commentary regarding the geology at the site.
 - A summary of the subsurface conditions encountered and laboratory test results.
 - Recommendations regarding evaluation of groundwater levels as they may affect on-site structures.
 - Analysis of soil specimens retrieved to evaluate the presence of potentially expansive soils.
 - Evaluation of the existing concrete staircase and adjacent undermined stormwater management structure. The evaluation includes comments regarding potential voids and insufficient bearing, and preliminary recommendations regarding repairs and/or maintenance plans. Preliminary recommendations also include comments regarding improved stormwater drainage control.
 - Evaluation of the existing concrete retaining wall and its retained slope. The evaluation includes comments regarding erosion of the slope and distress of the wall, and preliminary recommendations regarding reducing excessive lateral earth pressures and hydrostatic pressures, and recommendations for repairs and/or maintenance plans.
 - The report includes a Site Vicinity Map, a Location Plan, Boring and Hand Auger Logs, and a Summary of Soil Laboratory Tests.

The following services were not included: final geotechnical studies for replacement structures, surveying for line and grade, environmental services, construction cost estimates, project construction documents, construction phase services, or other services not specifically identified above.

Site and Project Description

The project site is at Charlottesville Redevelopment & Housing Authority's Westhaven residential community, located on the south side of Hardy Drive in Charlottesville, Virginia. Westhaven provides homes for 126 families over approximately 10 acres within the City's Tenth and Page neighborhood. The Westhaven development was constructed in 1963.

The subject site is located at the south end of the entrance drive between 808 and 812 Hardy Drive. The area of evaluation consists (a) the existing concrete staircase leading up to the basketball courts and the adjacent concrete flume structure, and (b) the existing concrete retaining and drainage channels located along the existing slope behind 814 Hardy Drive. An existing asphalt-paved parking lot, located on the property just south of the Westhaven development, slopes toward the subject drainage features, discharging surface water onto the site during times of heavy precipitation. A Site Vicinity Map is included as Figure 1, following the text.

The existing concrete-lined flume next to the concrete staircase has been undermined by water seepage and "sinkholes" have formed near the top of the existing slope. Similar erosion has occurred along the slope behind the existing concrete retaining wall, downhill of a concrete-lined ditch that traverses the top of the slope. Drainage ditches extending downward from the concrete-lined ditch, discharging surface water runoff immediately behind the retaining wall.

The retaining wall is approximately 130-ft long including its wing walls at each end. The wall height varies from 4.5 to 6 feet, excluding the wing walls. Weep holes are present along the base of the front face of the wall, located on approximate 6-ft centers. Vertical cracks and separation of the construction joints are present along the wall, likely due to excessive lateral pressures that have developed behind the wall.

Site information is based upon Dominion Engineering and Design, LLC's drawings provided to us on October 19 and December 11, 2015; Underhill's visits to the site; and our correspondence with the design team.

Ground surface grades across the subject site vary from about EL 493.5 at the top of the slope near the south property line to about EL 473 next to 814 Hardy Drive. Topographic information is based on the Topographic Exhibit, Index Title V1, dated December 11, 2015, by Dominion Engineering and Design, LLC.

Ground Penetrating Radar Evaluation of Existing Concrete Staircase

Underhill's Professional Engineer visited the site with our subcontractor, Amerimark, on November 12, 2015. Underhill's subcontractor, Amerimark, marked the approximate locations of the existing underground utilities and other anomalies within the study areas, using Electro-

Magnetic Induction (EMI) and Ground Penetrating Radar (GPR) equipment under the observation of Underhill's Professional Engineer. An evaluation of potential voids beneath the existing concrete staircase was also made using Ground Penetrating Radar (GPR) equipment.

The GPR testing revealed anomalies suggesting the presence of voids beneath the concrete staircase at several locations. In particular, anomalies appeared concentrated along the west side of the concrete staircase, suggesting voids, potentially several inches in depth, next to undermined concrete flume structures. We also observed where the existing concrete staircase was out of plumb and appeared to be tilting downward toward the undermined concrete flume structure. Considering these findings, we anticipate that the wash out that undermined the concrete flume also occurred beneath portions of the concrete staircase, resulting in multiple areas of loss of ground and reduction of support of the staircase.

Geology

A review of the available geologic data, including the state geologic map and a digital reprint of the Geology and Mineral Resources of Albemarle County, indicate that much of the City of Charlottesville is within the Proterozoic-age Lynchburg Group's Charlottesville Formation, part of the Blue Ridge Anticlinorium. The Charlottesville Formation includes metapyroxenite dikes striking northeast and southwest. This formation is primarily composed of massive layers of quartz biotite gneiss, calcareous in places, with a few beds of sericitic and graphitic schist.

The site's stratigraphy includes the gneiss residuum (typically sands and silts underlain by partially weathered rock) overlying the parent material. Existing fill soils associated with previous grading activities overlie the residuum over portions of the site.

Subsurface Exploration and Soil Laboratory Testing

Underhill's subsurface exploration program consisted of three mechanically-advanced test borings and four hand auger excavations. The subsurface exploration program was performed to evaluate the subsurface conditions and develop generalized stratigraphy at the test hole locations. The evaluation of the soils' characteristics included visual classification and evaluation of density or stiffness based on the results of the Standard Penetration Test (SPT) N values obtained.

Underhill's drilling subcontractor, Ayers and Ayers, Inc., drilled the test borings on November 13, 2015, under the observation of Underhill's Professional Engineer. Hand augers were performed by Underhill on December 3, and 8, 2015. The approximate locations of the test borings and hand augers are presented in Figure 2, following the text of this report. The test boring and hand auger logs are included in Appendix A. Soil samples retrieved from the subsurface exploration program will be held for 45 days unless the Client requests other disposition.

Selected specimens were retrieved from the subsurface exploration program for soil laboratory testing. Soil laboratory testing assigned by Underhill consisted of the following:

- Six natural moisture contents (ASTM D2216),
- Two Atterberg Limits tests (ASTM D4318), and
- Two gradation tests (ASTM D422/D1140).

The soil laboratory testing was performed to aid in the classification of the soils encountered in the subsurface exploration program, and to provide index test values for use in the development of preliminary design recommendations. Laboratory testing was performed by Underhill's subconsultant laboratory, Schnabel Engineering, and reviewed and plotted by Underhill. Natural moisture content values of the specimens tested are presented in the respective logs. A summary of the soil laboratory test results and gradation curves are presented in Appendix B.

Generalized Subsurface Stratigraphy

Underhill developed the following generalized subsurface stratigraphy based on the results of the subsurface exploration program, the soil laboratory test results, and our review of the local geology:

Ground Surface Covering:

Boring B-1 and the hand augers revealed 3 to 5 inches of topsoil at the ground surface. Borings B-2 and B-3 were drilled in existing pavement areas and revealed 5 to 6 inches of asphalt underlain by 4 to 6 inches of dense graded aggregate base course.

Stratum A (Existing Fill):

Stratum consists of Existing Fill materials placed on site during previous grading activities. The existing fill included both coarse-grained and fine-grained soils. The coarse-grained portion of Stratum A consists of loose to medium dense silty sand (SM) FILL and clayey sand (SC) FILL. The fine-grained portion of Stratum A generally consists of stiff silt (ML) FILL, containing varying amounts of sand. Portions of the existing fill soils contain glass, asphalt, and root fragments as well as crushed stone. Borings B-1 and B-2 and the hand augers revealed Stratum A to depths of 0.9 to 8.5 feet below the ground surface.

Natural moisture contents of specimens retrieved from Stratum A typically varied from 22.4 to 28.1 percent. The index testing of the samples retrieved from Stratum A classified as non-plastic Silty Sand (SM) and Silt with sand (ML) have a Liquid Limit value of 46 and a Plasticity Index value of 6. These soil types are anticipated to exhibit a low potential for moisture-related volume change (after NAVFAC DM-7).

Stratum B (Residuum):

The borings and Hand Augers HA-2 and HA-4 revealed coarse-grained and fine-grained residuum below Stratum A to depths of the maximum depth of penetration, 5 to 25 feet. The coarse-grained portion of Stratum B consists of medium dense to dense SILTY SAND (SM). The fine-grained portion of Stratum B consists of stiff to hard SILT (ML), containing varying amounts of sand.

Natural moisture contents of 15.1 and 23.6 percent were obtained for the two specimens retrieved from Stratum B.

Groundwater

Groundwater was not encountered during drilling of the borings or during excavation of the hand augers. The boreholes were also dry at the time of completion of the borings. Following removal of the augers, borings caved dry at depths of 5.7 and 6.8 feet.

A temporary PVC water observation well was installed in Boring B-1, following completion of this boring. Ground water was not observed during readings obtained in the well over a 20-day period after completion of the subsurface exploration.

Project planning should consider that fluctuations in the hydrostatic water table occur over time, depending on variations in precipitation, surface runoff, pumping, stream levels, evaporation, leaking utilities, and similar factors.

Preliminary Geotechnical Recommendations**Stormwater Management Structure and Staircase**

Observations made during our site visits revealed the existing concrete flume and associated utilities next to the existing concrete staircase to be undermined. GPR testing also indicated anomalies suggesting that voids are present beneath the concrete staircase. Therefore, project planning should consider that the staircase experiences wash out similar to that of the concrete flume and is likely similarly undermined. The staircase was found to be out of plumb and tilting downward toward the flume structure, likely due to subsidence from the loss of ground support beneath the staircase structure.

The boring drilled near the crest of the slope as well as the borings drilled near the toe of the slope revealed the presence of existing fill soils, primarily consisting of low plasticity silts and sands, containing varying concentrations of mica. Note that these material types are erodible, especially when unconfined. The subsurface exploration revealed that some shallow fill soils were loose. However, the deeper fill materials were generally firm and/or stiff, suggesting that these fill materials were likely compacted when they were placed.

Ground water was not observed during drilling or during long term readings of the well installed to a depth of 23.5 feet. Note that well readings were obtained immediately following times of heavy precipitation.

Considering the above findings, we anticipate that excess surface runoff has led to the erosion of the fill materials supporting the existing concrete flume, staircase, and nearby utilities, resulting in loss of ground support and undermining. We anticipate that a redesigned stormwater management structure less susceptible to undermining, possibly incorporating a drop inlet, manhole structure and piping should replace the existing flume structure. New piping should be designed to resist crushing from the soil overburden, include gaskets at pipe connections, and be properly bedded and backfilled. Geotechnical recommendations for design of a replacement structure are beyond the scope of this preliminary study but can be provided as an extension of Underhill's services.

We recommend that the existing undermined structures be protected from further stormwater runoff to reduce the risk of additional undermining, until the remedial construction takes place. Protection should include heavy plastic sheets to cover the exposed slope and eroded areas, staked firmly to the ground to hold the sheets in place. Some grading may be required in areas where runoff results in ponding behind or along the slope. If the staircase is used for access to the basketball court, the condition of the staircase should be monitored daily for signs of additional settlement or distress. If additional settlement or distress is observed the area should be closed and Underhill contacted immediately for further evaluations.

Site Retaining Wall

The hand auger excavations revealed that wall backfill consists of silty and clayey fill soils. These soils are not free draining. Also, we observed rubble fill consisting of concrete and cobble size rocks behind the wall. Drainage geotextile, commonly used to reduce infiltration of fines, was not observed. We also observed where several drainage ditches discharge surface runoff directly toward the wall.

The concrete retaining wall appears to be out of plumb and generally vertical cracks were observed over portions of the face of the wall. We anticipate that the distress is associated with excess hydrostatic pressure due to excess runoff collecting behind the wall and poor drainage conditions. Given the presence of the cobbles and rubble fill, soil fines are likely being washed into voids during times of heavy precipitation.

Considering these conditions, we recommend that the retaining wall structure be improved by replacing the existing wall backfill with free draining materials (typically clean sand or opened graded crushed stone). Once the unsuitable backfill is removed, the existing drainage system (consisting of the series of weepholes) should be inspected, unclogged as needed, and connected to a subdrainage system incorporated with the new free draining backfill. The

existing ditches leading downslope toward the wall should be replaced with a new drainage ditch system that conveys water toward each end of the wall so that excess water does not collect behind the wall. Geotechnical recommendations for design of a new retaining wall system, such as recommended lateral earth pressures, backfill requirements, and subdrainage requirements, are beyond the scope of this preliminary study but can be provided as an extension of Underhill's services.

We recommend that the existing slope behind the wall be protected and temporary ditches be dug to reduce the volume of stormwater runoff collecting behind the wall, until the remedial construction takes place. Protection should include heavy plastic sheets to cover the exposed, eroded portions of the slope, staked firmly to the ground to hold the sheets in place. Shallow drainage ditches should be dug so that surface water can be conveyed to each side of the wall. The condition of the wall should be monitored daily for signs of additional distress. If additional distress is observed the area should be closed and Underhill contacted immediately for further evaluations.

Limitations

The discussion of site conditions is intended only to give a general assessment of the project area and is not intended for final design. A final geotechnical engineering study should be provided to evaluate subsurface conditions and on-site soil characteristics as referenced above. The analyses and recommendations submitted in this preliminary study are based on the information revealed by this limited exploration. An attempt has been made to provide for normal contingencies, but the possibility remains that unexpected conditions may be encountered during construction.

Underhill has prepared this preliminary study to aid in the evaluation of the site in advance of the design of replacement structures. It is intended for use concerning this specific project, and should not be used for other purposes. Underhill has based the preliminary recommendations as presented herein on the information available for the site. Changes regarding existing conditions or proposed improvements should be brought to Underhill's attention so that recommendations can be modified as needed.

Underhill has endeavored to complete the services identified herein in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality and under similar conditions as this project. No other representation, express or implied, is included or intended, and no warranty or guarantee is included or intended in this preliminary report, or other instrument of service.

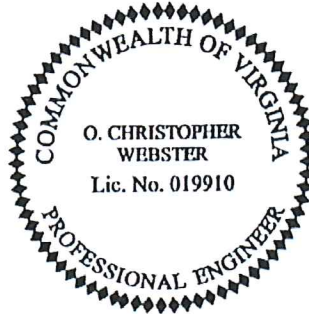
Thank you for the opportunity to provide our services. If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,

UNDERHILL ENGINEERING, LLC



O. Christopher Webster, PE
Principal



References

Figures:

- Figure 1, Site Vicinity Map
- Figure 2, Location Plan

Appendices:

- Appendix A: Subsurface Exploration Data
- Appendix B: Soil Laboratory Test Results

References

Evans, Nick H. and Rader, E.K. (1993) Geologic Map of Virginia, Virginia Division of Mineral Resources, Charlottesville, Virginia.

Johnson, Stanley S. and Sweet, Palmer C. (1969) Magnetic and Gravity Surveys of Albemarle and Fluvanna Counties, Virginia, Report of Investigations 20, Virginia Division of Mineral Resources, Charlottesville, Virginia.

Nelson, Wilbur A. (1962) Digital Reprint of Geology and Mineral Resources of Albemarle County, Virginia, Bulletin 77, Virginia Division of Mineral Resources, Charlottesville, Virginia.

Figures

Figure 1, Site Vicinity Map

Figure 2, Location Plan

FIGURE 1

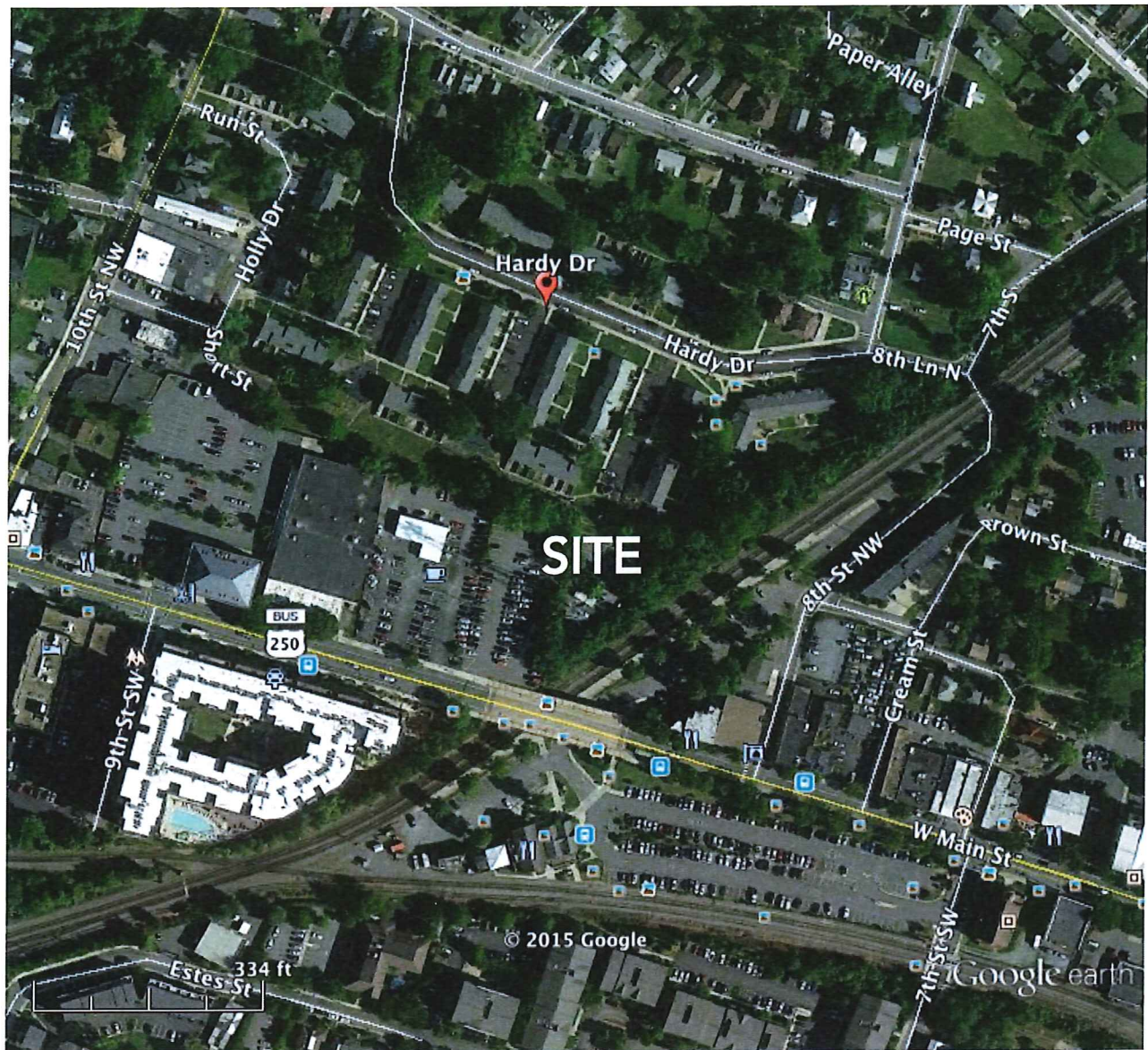
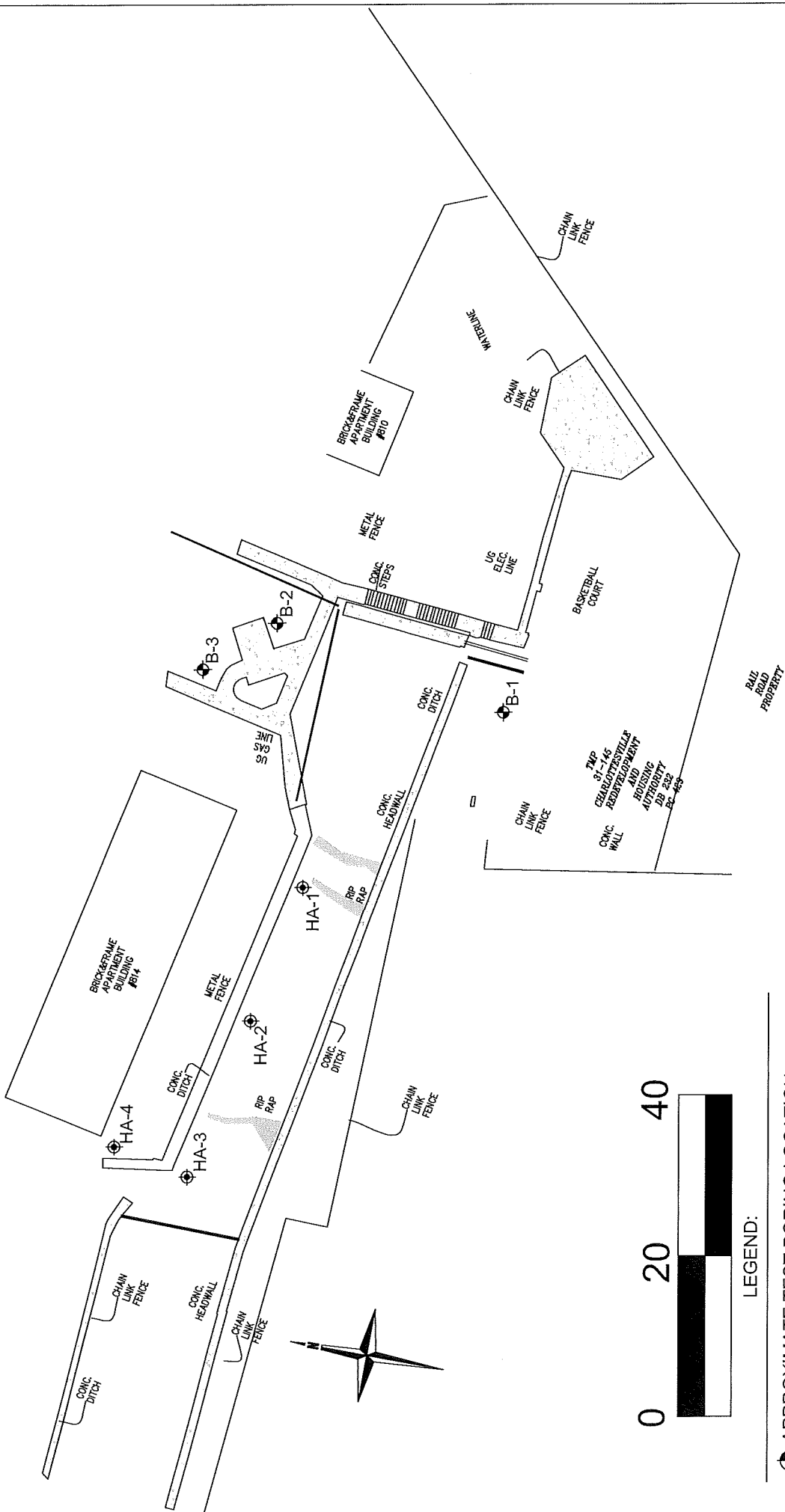


Image from Google Earth

No Scale













underhill ENGINEERING geotechnical geothermal geoconstruction	WESTHAVEN CHARLOTTESVILLE, VIRGINIA		Figure Name: LOCATION PLAN Project Number: 15014 Figure Number: 2 Dr. By: R. PETERS Reviewed: C. WEBSTER Date: DEC. 2015
--	--	--	---

Subsurface Exploration Data

Test Boring Logs, B-1, B-2, and B-3
Hand Auger Logs, HA-1 through HA-4

Note: Test holes were located by taping from the existing building corners, site retaining wall, staircase, and curbing. The test hole elevations were obtained from the Topographic Exhibit, Index Title V1, dated December 11, 2015, prepared by Dominion Engineering and Design, LLC. The elevations and locations should be considered no more accurate than the means and methods used to obtain them.

 geotechnical geothermal geoconstruction				Project: Westhaven			Boring No.	B-1
				Charlottesville, Virginia			Project No. 15014	
				Drilling Contractor: Ayers and Ayers, Inc.			Drill Rig Type: CME-45	
				Foreman: M. White			Method: 2-1/4" HSA	
Logged By: C. Webster				Groundwater Observations				
Started: 11/13/15				Date	Time	Depth	Casing	Caved (feet)
Finished: 11/13/15				Encountered	11/13/15	---	Dry	---
Location: See Location Plan				Completion	11/13/15	11:18 AM	Dry	---
GS ELEV: 493.2				Casing Pulled	11/13/15	11:30 AM	Dry	---
				WOW	12/03/15	12:30 PM	Dry	23.5
Depth (feet)	Sample Type	Stratum	Blow Counts (blows/foot)	Soil Group Name: modifier, color, moisture, density/consistency, grain size, other descriptors Rock Description: modifier color, hardness/degree of concentration, bedding and joint characteristics, solutions, void conditions.			USCS	Remarks
0-2		A	3+12+9+8	3" Topsoil			ML	FILL W=28.1%
2-4			5+4+6+8	0.3 Fine to coarse sandy silt FILL, contains mica and root fragments, moist - red-brown and dk brown do, with sand, red-brown				
4-6			6+7+8+7					
6-8			8+6+8+10	do, tan and red-brown				
8-10		B	4+6+7+10	8.5 SILT with sand, moist - red-brown, tan, and black			ML	W=23.7% RESIDUUM
10-12			3+7+11+15					
14-15.5			5+8+14	do, fine sandy, contains mica				
19-20.5			8+11+13	17.0 Fine SILTY SAND, contains mica, moist - tan and black			SM	W=15.1%
23.5-25			6+10+13					
				Test Boring Terminated @ 25 ft				

Key:



Standard Penetration Split Spoon Sampler (SPT)



Bulk/ Bag Sample



Shelby Tube









Stabilized Groundwater



Groundwater at time of drilling

Boring Log: Sheet 1 of 1

NOTES: 1. Ground surface elevation obtained from Dominion Engineering and Design, LLC
 2. Water observation well installed to 23.5 ft

 geotechnical geothermal geoconstruction				Project: Westhaven			Boring No.	B-2
				Charlottesville, Virginia			Project No. 15014	
				Drilling Contractor: Ayers and Ayers, Inc.			Drill Rig Type: CME-45	
				Foreman: M. White			Method: 2-1/4" HSA	
Logged By: C. Webster				Groundwater Observations				
Started: 11/13/15				Date	Time	Depth	Casing	Caved (feet)
Finished: 11/13/15				Encountered	11/13/15	---	Dry	---
Location: See Location Plan				Completion	11/13/15	9:52 AM	Dry	---
GS ELEV: 474.3				Casing Pulled	11/13/15	9:55 AM	Dry	5.7
Depth (feet)	Sample Type	Stratum	Blow Counts (blows/foot)	Soil Group Name: modifier, color, moisture, density/consistency, grain size, other descriptors Rock Description: modifier, color, hardness/degree of concentration, bedding and joint characteristics, solutions, void conditions.			USCS	Remarks
0.5-2		A	7+8+8	6" Asphalt and 6" Dense Graded Aggregate			ML	FILL
2-4			5+7+9+9	1.0 Fine to coarse sandy silt FILL, contains mica and root fragments, moist - red-brown and dk brown				
4-6		B	6+7+8+7	3.0 Fine to medium sandy SILT, contains mica, moist - tan and brown			ML	RESIDUUM
7-8.5			26+27+22	do, fine sandy - tan and light gray				
8.5-10			4+6+7+10					
				Test Boring Terminated @ 10 ft				

Key:



Standard Penetration Split Spoon Sampler (SPT)



Bulk/ Bag Sample



Shelby Tube









Stabilized Groundwater






Groundwater at time of drilling

Boring Log: Sheet 1 of 1



NOTES: 1. Ground surface elevation obtained from Dominion Engineering and Design, LLC
2. Boring backfilled upon completion

 geotechnical geothermal geoconstruction				Project: Westhaven			Boring No.	B-3
				Charlottesville, Virginia			Project No. 15014	
				Drilling Contractor: Ayers and Ayers, Inc.			Drill Rig Type: CME-45	
				Foreman: M. White			Method: 2-1/4" HSA	
Logged By: C. Webster				Groundwater Observations				
Started: 11/13/15				Date	Time	Depth	Casing	Caved (feet)
Finished: 11/13/15				Encountered	11/13/15	---	Dry	---
Location: See Location Plan				Completion	11/13/15	10:22 AM	Dry	---
GS ELEV: 473.8				Casing Pulled	11/13/15	10:25 AM	Dry	6.8
Depth (feet)	Sample Type	Stratum	Blow Counts (blows/foot)	<u>Soil Group Name:</u> modifier, color, moisture, density/consistency, grain size, other descriptors <u>Rock Description:</u> modifier, color, hardness/degree of concentration, bedding and joint characteristics, solutions, void conditions.			USCS	Remarks
0.5-2		B	4+4+78	5" Asphalt and 4" Dense Graded Aggregate			ML	RESIDUUM
2-3.5			6+5+7	0.8 Fine to medium sandy SILT, contains mica, moist - light gray and tan				
4-5.5			6+8+9					
7-8.5			7+9+20	8.0 Fine to medium SILTY SAND, contains mica, moist - brown and tan			SM	
8.5-10			15+26+29	9.0 Fine sandy SILT, contains mica, moist - gray			ML	
				Test Boring Terminated @ 10 ft				


Key:

-  Standard Penetration Split Spoon Sampler (SPT)
-  Bulk/ Bag Sample
-  Shelby Tube

Boring Log: Sheet 1 of 1

-  Stabilized Groundwater
-  Groundwater at time of drilling

NOTES: 1. Ground surface elevation obtained from Dominion Engineering and Design, LLC
2. Boring backfilled upon completion

 underhill ENGINEERING geotechnical geothermal geoconstruction		Project: Westhaven			Hole No.	HA-1	
		Charlottesville, Virginia			Project No. 15014		
		Equipment: 4" and 3" O.D. Bucket Augers					
Logged By: C. Webster		Groundwater Observations					
Started: 12/03/15			Date	Time	Depth	Casing	Caved (feet)
Finished: 12/03/15		Encountered	12/03/15	---	Dry	---	---
Location: See Location Plan		Completion	12/03/15	1:45 PM	Dry	---	---
GS ELEV: 481.0							
Depth (feet)	Sample Type	Stratum	Blow Counts (blows/foot)	Soil Group Name: modifier, color, moisture, density/consistency, grain size, other descriptors Rock Description: modifier, color, hardness/degree of concentration, bedding and joint characteristics, solutions, void conditions.		USCS	Remarks
		A		3" Topsoil		SM	FILL GP=4"
				0.3 Loose fine to coarse silty sand FILL, contains mica and root fragments, moist - brown			
				1.9 Attempted three hand augers at this location Each attempted excavation refused on concrete rubble fill at 1.9 ft Hand Auger Terminated @ 1.9 ft			

Key:

Hand Auger Log: Sheet 1 of 1



Bulk/ Bag Sample

GP

Geostick Penetrometer Reading




Stabilized Groundwater



Groundwater at time of excavation

NOTES: 1. Ground surface elevation obtained from Dominion Engineering and Design, LLC

 geotechnical geothermal geoconstruction		Project: Westhaven				Hole No.	HA-2
		Charlottesville, Virginia				Project No. 15014	
		Equipment: 4" and 3" O.D. Bucket Augers					
Logged By: C. Webster		Groundwater Observations					
Started: 12/03/15			Date	Time	Depth	Casing	Caved (feet)
Finished: 12/03/15		Encountered	12/03/15	---	Dry	---	---
Location: See Location Plan		Completion	12/03/15	2:45 PM	Dry	---	---
GS ELEV: 480.6							
Depth (feet)	Sample Type	Stratum	Blow Counts (blows/foot)	Soil Group Name: modifier, color, moisture, density/consistency, grain size, other descriptors Rock Description: modifier, color, hardness/degree of concentration, bedding and joint characteristics, solutions, void conditions.		USCS	Remarks
	☒	A	5" Topsoil			ML	GP=4"
			0.4 Soft fine to medium sandy silt FILL, contains mica and root fragments, moist - brown				GP=2"
		B	1.5 Loose fine to coarse silty sand FILL, contains mica and root fragments, moist - brown and tan do, contains glass fragments below 2.5 ft			SM	GP=2.5"
			5.8 Firm fine to medium sandy SILT, contains mica moist - gray and tan			ML	GP=5"
			8.0 Medium dense fine to medium SILTY SAND, contains mica, moist - gray and brown			SM	GP=2.5"
			Hand Auger Terminated @ 10 ft			W=22.9%	
						RESIDUUM	
						GP=1"	

Key:

Hand Auger Log: Sheet 1 of 1



Bulk/ Bag Sample

GP Geostick Penetrometer Reading




Stabilized Groundwater



Groundwater at time of excavation

NOTES: 1. Ground surface elevation obtained from Dominion Engineering and Design, LLC

 underhill ENGINEERING geotechnical geothermal geoconstruction		Project: Westhaven			Hole No.	HA-3
		Charlottesville, Virginia			Project No. 15014	
		Equipment: 4" and 3" O.D. Bucket Augers				
Logged By: C. Webster		Groundwater Observations				
Started: 12/03/15		Date	Time	Depth	Casing	Caved (feet)
Finished: 12/03/15		Encountered	12/03/15	---	Dry	---
Location: See Location Plan		Completion	12/03/15	3:20 PM	Dry	---
GS ELEV: 479.6						
Depth (feet)	Sample Type	Stratum	Blow Counts (blows/foot)	USCS		Remarks
				Soil Group Name: modifier, color, moisture, density/consistency, grain size, other descriptors Rock Description: modifier, color, hardness/degree of concentration, bedding and joint characteristics, solutions, void conditions.		
				3" Topsoil		
				0.3 Medium dense fine to coarse clayey sand FILL, contains root fragments, moist - red-brown do, contains asphalt fragments and crushed stone do, red-brown and tan		SC GP=2" GP=1.5" FILL
				3.0 Medium dense fine to coarse silty sand FILL, contains mica, moist - red-brown, tan, and lt gray		SM W=22.4% GP=1"
				5.0 Medium dense fine to medium clayey sand FILL, moist - tan and red-brown		SC GP=0.75"
				Encountered refusal on top of wall footing at 5.8 ft Hand Auger Terminated @ 5.8 ft		

Key:

Hand Auger Log: Sheet 1 of 1



Bulk/ Bag Sample

GP Geostick Penetrometer Reading




Stabilized Groundwater



Groundwater at time of excavation

NOTES: 1. Ground surface elevation obtained from Dominion Engineering and Design, LLC

 underhill ENGINEERING geotechnical geothermal geoconstruction				Project: Westhaven			Hole No.	HA-4
				Charlottesville, Virginia			Project No. 15014	
				Equipment: 4" and 3" O.D. Bucket Augers				
Logged By: C. Webster				Groundwater Observations				
Started: 12/08/15				Date	Time	Depth	Casing	Caved (feet)
Finished: 12/08/15				Encountered	12/08/15	---	Dry	---
Location: See Location Plan				Completion	12/08/15	11:15 AM	Dry	---
GS ELEV: 473.0								

Depth (feet)	Sample Type	Stratum	Blow Counts (blows/foot)	Soil Group Name: modifier, color, moisture, density/consistency, grain size, other descriptors Rock Description: modifier color, hardness/degree of concentration, bedding and joint characteristics, solutions, void conditions.			USCS	Remarks
		A		4" Topsoil				
			0.3	Medium dense fine to medium silty sand FILL, contains root fragments, moist - red-brown and tan			SM	FILL GP=1"
	☒	B	0.9	Firm fine to coarse sandy SILT, contains mica and rock fragments, moist - gray, brown, and tan do, fine to medium			ML	GP=0.5" RESIDUUM GP=0.75" W=23.6%
			3.5	Medium dense fine SILTY SAND, contains mica, moist - tan do, fine to medium			SM	GP=0.75"
				Hand Auger Terminated @ 5 ft				

Key:

Hand Auger Log: Sheet 1 of 1



Bulk/ Bag Sample

GP Geostick Penetrometer Reading



Stabilized Groundwater



Groundwater at time of excavation

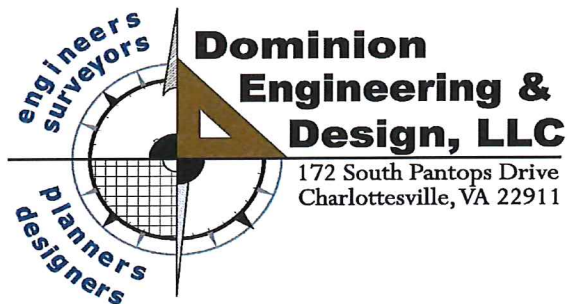
NOTES: 1. Ground surface elevation referenced to topographic drawing by Dominion Engineering and Design, LLC

Soil Laboratory Test Results

Summary of Soil Laboratory Tests

Gradation Curves (1 sheet)

Summary of Soil Laboratory Tests		
Sample Location	HA-3	B-1
Sample Depth (ft)	3.0-3.5	2.0-4.0
Stratum	A	A
Description, USCS Symbol	SILTY SAND, SM	SILT with sand, ML
Natural Moisture Content (%)	22.4	28.1
% Passing No. 200 Sieve	42.3	71.3
% Passing No. 40 Sieve	78.2	98.8
Liquid Limit	Non Plastic	46
Plastic Limit	Non Plastic	40
Plasticity Index	Non Plastic	6

[illegible]



Dominion Engineering

172 South Pentec Drive
Charlotte, VA 22911
434-979-8121 (x)
434-973-1651 (f)
domineng.com

SCALE: 1"=500'



MP1 OF 5	COVER SHEET
MP2 OF 5	NOTES
MP3 OF 5	EXISTING CONDITIONS
MP4 OF 5	MAINTENANCE PLAN
MP5 OF 5	DRAINAGE MAP AND DETAILS

Charlottesville Red & Housing Authority
PO Box 1405
Charlottesville, VA 22902

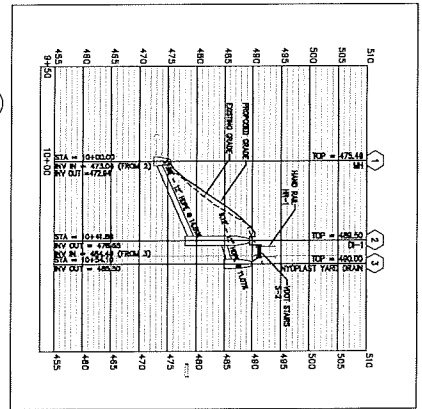
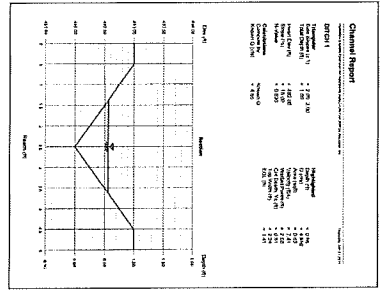
SHEET NO. 1 OF 5 DATE: 01/22/16 MP1	DOW PROJECT NO. 15-0111 MGS# TITLE:	MAINTENANCE PLAN FOR WESTHAVEN 10TH AND PAGE, CITY OF CHARLOTTESVILLE, VA		REVISIONS			REVISIONS		
				NO.	DESCRIPTION	DATE	NO.	DESCRIPTION	DATE
				1.					
SHEET TITLE: COVER SHEET		FILE NAME:		SCALE: As Shown	DESIGNED BY: DRC	DRAWN BY: DRC	CHECKED BY: NO		

GENERAL UTILITY NOTES

- [illegible]

SEPARATION OR WHEN CROSSING 18" VERTICAL EDGE OF PIPE) IN ACCORDANCE

- [illegible]

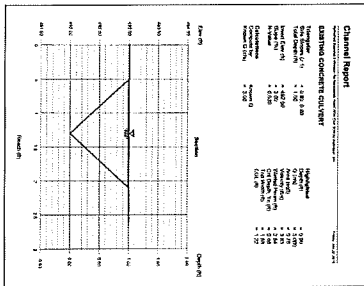


1 PROPOSED DITCH-1 (RIP RAP LINING)

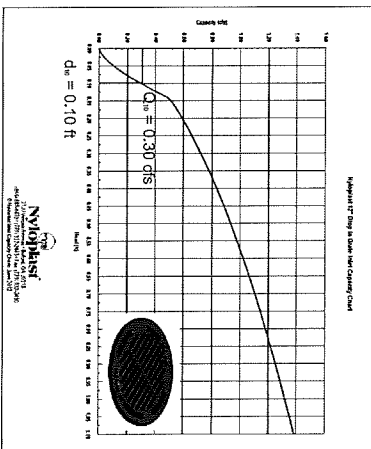
2 STORM WATER PROFILE (ST-1 -> ST-3)

Line	Station	Channel	Flow	Area	Vel	Depth	Time	Length	Area	Vel	Depth	Time	Length	Area	Vel	Depth	Time
1	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
2	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00

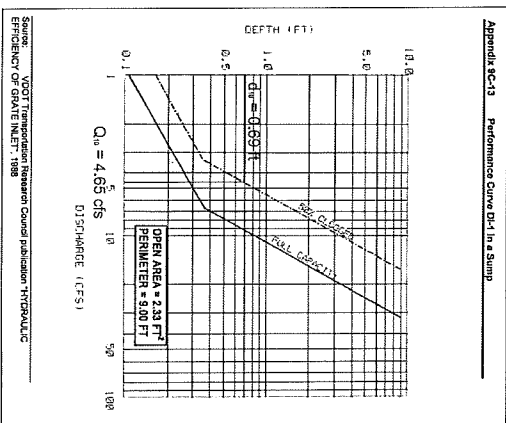
4 D-229 Pipe Calculations



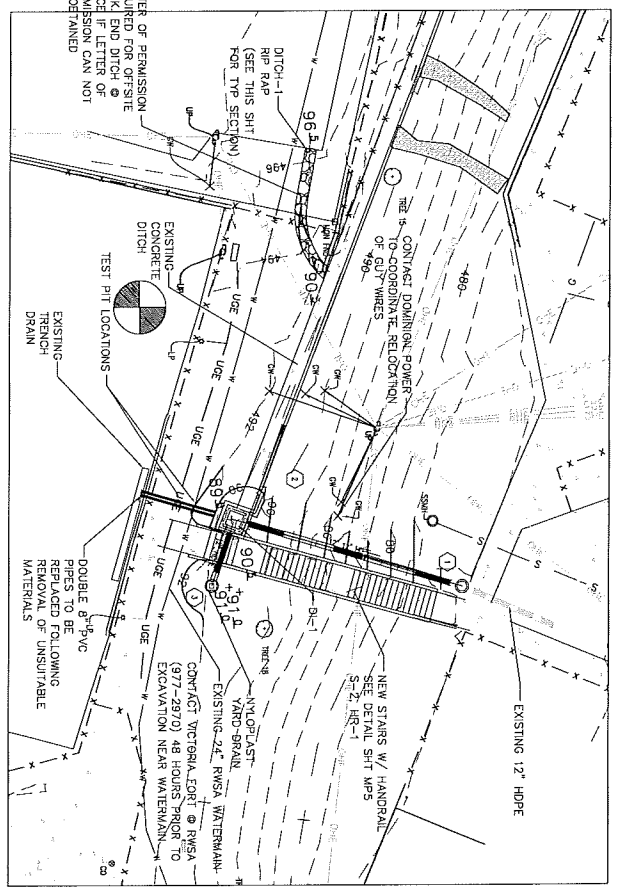
4 EXISTING CONCRETE DITCH CAPACITY

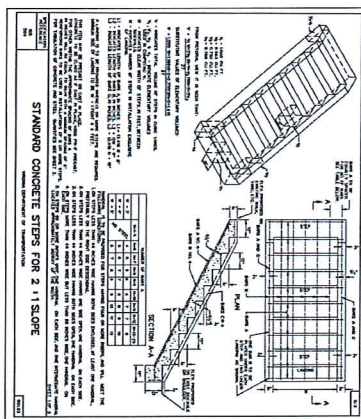
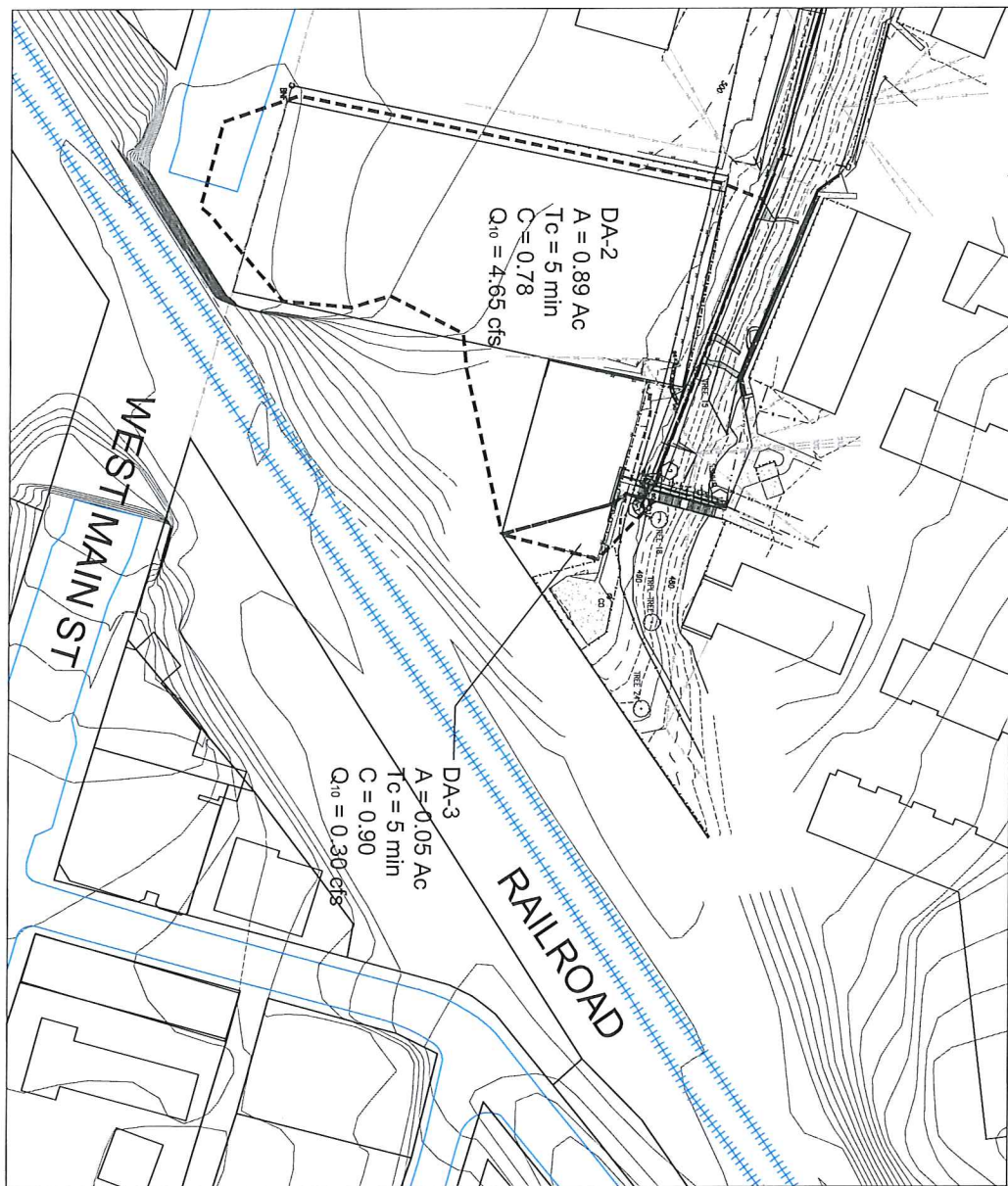


5 ST-3 YARDRAIN Capacity Chart

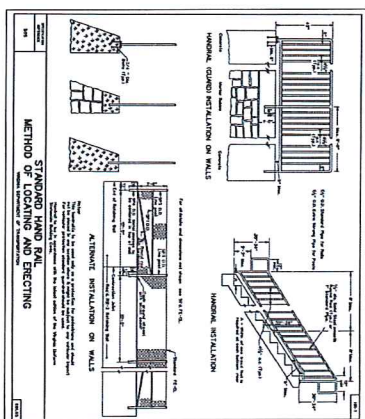


6 ST-2 D-1 Capacity Chart





MP5
 VDOT CONCRETE STEPS



MP5
 VDOT HANDRAIL

Agenda for Candidate Interviews on Wednesday, February 24.

Our planned approach for their in-person interviews is to give each candidate the opportunity to get to know CRHA, our communities, and Charlottesville a bit before we get to know them with formal interviews.

The morning of the 24th we will take each candidate on a tour of our sites and ensure they have a chance to have an informal conversation with CRHA residents.

In the afternoon, each candidate will interview with three different groups. Residents, CRHA Staff, and Community Stakeholders. CRHA board members will be part of these groups. – Please see the proposed group lists below.

For Board members and others who can't be part of the formal interviews, we will offer short meet and greet sessions after the interviews. While this is happening, we will meet briefly with each panel to get their feedback on the interviews.

Finally, the CRHA board will meet briefly to discuss the candidates.

As there will hopefully be more than two board members present for the afternoon interviews, we will need to meet briefly at 1 PM before interviews begin to officially go into closed session. We will end the closed session and adjourn when we meet at 6:00.

Time:	Candidate A	Candidate B	
10:00	Tour/Orientation - CRHA Offices, City Hall		
10:30		Coffee with Residents - Westhaven	
11:00			
11:30	Lunch with Residents - Westhaven	Tour/Orientation - begins at Westhaven	
12:00			
12:30	Break / Coffee downtown		
1:00		Break / Lunch downtown	Board Meets to go into closed session for the afternoon for the purpose of interviewing and discussing candidates - Basement Conference Room

1:30	Stakeholder Panel - 2nd floor conference room	Staff Panel - Basement Conference Room	
2:45	Resident Panel - CitySpace	Stakeholder Panel - 2nd Floor Conference Room	
4:00	Staff Panel - Basement Conference Room	Resident Panel - City Space	
5:00	Meet and Greet - 2nd Floor Conference Room	Meet and Greet - CitySpace	
6:00	CRHA Board Meeting	CRHA Board Meeting	Basement Conference Room. Discuss candidates, End Closed session and Adjourn

Panel Participants

Resident/ CRHA Customer Panel

Audrey Oliver
Nicholas Yates
Latitia Talbert
Joy Johnson
Brandon Collins
Deidra Gilmore
Richard Shackelford
Galloway Beck

Stakeholder Panel

Alex Ikafuna
Mike Murphy
Jennifer McKeever
Aubrey Watts
Emily Dryfus
Besty Rotteger
Keith Woodard
Julie Jones

Staff Panel

Robin Munson
Sam Painter
Melinda Hite
Richard Brady
Andrew Gore
Oscar Wilder, ARHA

Meet and Greet: Wes Bellamy and
others



BUDGET PROCESS PRESENTATION

CHARLOTTESVILLE REDEVELOPMENT & HOUSING
AUTHORITY

FISCAL YEAR 2017 BUDGET

TABLE OF CONTENTS

- ▶ Why Create A Budget
- ▶ CRHA as Economic Driver in Community
- ▶ Budget Tasks
- ▶ Budget Process
- ▶ CRHA Programs – Listed out in detail
- ▶ Revenues – Listed out in detail
- ▶ Expenses – Listed out in detail
- ▶ Other Items

WHY WE CREATE A BUDGET

This presentation is intended to inform the board members, staff, residents and interested parties as to the following:

- ▶ *What the budget is created for and why CRHA is required to create one;*
- ▶ *What fiduciary responsibilities the Board of Commissioners have in creating and reviewing on a monthly basis, and*
- ▶ *How this affects the staff and residents of CRHA as well as the community of Charlottesville.*

FY2017 Budget is a tool of management to forecast the expectations of the agency both operationally and financially. It provides guidelines for managing programs and personnel needs, safeguards to stay within the individual program limitations, training for staff on what the expenditures are for and tools for staff to gauge their individual, program and agency wide progress.

While coming in under/over budget does not in itself equate to success or failure, not meeting budget expectations and guidelines usually leads to problems internally and externally.

CRHA AS AN ECONOMIC DRIVER

CRHA is an economic driver in the community. Through a mixture of housing assistance payments, vendor payments, providing housing and services to Charlottesville residents in need, taxes for City Hall and stable employment opportunities.

CRHA provides stability to the very people most affected by economic downturns.

BUDGET TASKS

The following are the expected tasks that will be utilized to complete the FY 2017 CRHA Budget.

- ▶ Set goals and objectives of the Board of Commissioners for this coming year and match to expected sources and uses
- ▶ Work with Executive Management on expectations by programs and new items that may be necessary in the new budget year
- ▶ Review current contract register for services and supplies current under contract and what and setup expectations for the upcoming fiscal year
- ▶ Review funding sources by program and other potential revenue categories that are available to CRHA
- ▶ Review operational and capital needs by program and project
- ▶ Review current staffing structure by program and project to review for potential repositioning of staff members to better fit tasks completed and skillset to where employees are currently charged
- ▶ Review current lease-up numbers by program and project for projection of fee income potential

BUDGET PROCESS

- ▶ Once the aforementioned tasks are completed, a rough draft budget will be completed
- ▶ Budget will be reviewed by Executive Management and other Key Personnel
- ▶ Changes will be made to bring budget in balance
- ▶ Items removed due to program sources of revenues will be listed to review during the new fiscal year as new funding sources become available or budget cuts are made in other areas
- ▶ Continued focus on budget needs and changes are made throughout the year and a revision is made on an semi-annual basis unless necessary on a more regular basis.
- ▶ Final budget adjustments are made and budget is presented to the Board of Commissioners for review prior to the full board meeting to approve
- ▶ Any potential changes or refocusing of budget resources are gone over and made via board approval
- ▶ Full board approves budget for new fiscal year and the budget is forwarded to all interested external parties as required by regulations or other needs

Budget Timeline

- ▶ January 20 – Overview of the Budget Process
- ▶ February 17 – Draft Budget work session at Finance Committee Meeting
- ▶ February 22 – Draft Budget discussion at Regular Board Meeting
- ▶ March 16 – Final Budget work session at Finance Committee Meeting
- ▶ March 21 – Final Budget, Public Hearing, Discussion, and Approval at CRHA Regular Board Meeting

CRHA PROGRAMS

- ▶ Low Income Public Housing (LIPH)
- ▶ Capital Fund Program (CFP)
- ▶ Section 8 – Housing Choice Voucher (HCV)
- ▶ Central Office Cost Center
- ▶ Business Activities

PROGRAMS – Public Housing/CFP

- | | |
|--|--|
| ▶ <u>LOW-INCOME PUBLIC HOUSING</u> | ▶ <u>CAPITAL FUND – Multiple Grant Years</u> |
| ▶ Provides housing to low-income population based on need. | ▶ Provides valuable modernization and planning funding for Low-Income Housing Stock |
| ▶ Four AMPs totaling 376 units | ▶ Continued reduced funding since 2005 |
| ▶ AMP 1: WESTHAVEN – 126 UNITS | ▶ Three active grants ranging from \$465,000 TO \$509,000 |
| ▶ AMP 2: CRESENT HALLS – 105 UNITS | ▶ Soft costs and Hard costs |
| ▶ AMP 3: SCATTERED SITES, South 1 st Street and 6 th Street, 83 units | ▶ Soft costs represent 44% of total funding for administrative, operations, management improvement and debt categories |
| ▶ AMP 4: SCATTERED SITES, Madison, Michie, Riverside, Elsom, Hinton, Monticello, and Ridge – 62 UNITS | ▶ Hard costs represent 56% of total funding for hard costs and planning |
| ▶ Program receives Operating Subsidy based on tenant revenue and utility needs plus other miscellaneous factors. | |

PROGRAMS – Section 8

- ▶ HOUSING CHOICE VOUCHER PROGRAM
 - ▶ Voucher provides housing assistance payments for low-income residents. Individuals find their own housing based on Landlords who have provided their rental housing to CRHA.
 - ▶ 383 Authority vouchers leased up, 533 units of Authority vouchers available to CRHA
 - ▶ 5 Portable vouchers
- ▶ Landlord receives payments which are reflected in the Housing Assistance Payments expense category.
 - ▶ Roughly \$2.4 million expected to be budgeted in HAP expenses for FY2017 including Portability vouchers
- ▶ Administrative fees are earned based on the units leased on the first day of the month.
 - ▶ Roughly \$260,000 expected to be budgeted in Admin Fee revenue for FY2017 for CRHA vouchers

PROGRAMS – Central Office

Cost Center

- ▶ Provides management and oversight for Accounting, IT, Procurement/Purchasing and Training Services
- ▶ Revenues derived based on implemented Asset Based Management Fee Schedule
 - ▶ Property Management Fees are based on \$54.78 per unit leased by the AMPs, \$12.00 per leased unit in the HCVP Admin Subsidy, and 10% of the CFP grant.
 - ▶ FY2017 expected Property Management Fee revenue is \$295,000 (based on 98% occupancy, and current leased voucher level)
 - ▶ Bookkeeping Fees are \$7.50 per unit leased by AMPs and HCVP
 - ▶ FY2017 expected Bookkeeping Fee revenue is \$67,000 (based on 98% occupancy, and current leased voucher level)
 - ▶ Asset Management Fees are based on \$10 per ACC unit if excess cash available
 - ▶ FY2017 expected Asset Management Fee revenue is \$22,560
 - ▶ AMP 2 and AMP 3 do not have excess cash, decreases fee available to COCC
 - ▶ Front Line Fees are fees earned based on potential internal services provided by the COCC to other programs

PROGRAMS – Other Programs

- ▶ Other Minor Programs
- ▶ CRHA has some minor programs which provide loans for residents and other funding sources for the Authority but are not material in nature
- ▶ ROSS grants which provide self-sufficiency and program funds for participants. This is a program designed to assist residents in gaining skills and funding for homeownership, college education and other necessities of life missed by many residents.

REVENUES

- ▶ Tenant Revenues: Rents paid to the AMPs
 - ▶ \$1,244,347 budgeted for FY2016
- ▶ HUD Subsidy earned:
 - ▶ Public Housing Operating Subsidy for Public Housing
 - ▶ CFP Subsidy for modernization and soft costs to assist Public Housing
 - ▶ HCVP which provides housing assistance payments for landlords in the community
- ▶ Interest Revenues: Interest earned on bank account and investment account balances

EXPENSES - Administrative

▶ <u>ADMINISTRATIVE</u>	▶ <u>OFFICE EXPENSES</u>	▶ <u>OTHER</u>
▶ Salaries & Benefits	▶ Equipment Maintenance & Repair	▶ Consulting Fees
▶ Audit Costs		▶ Court Costs
▶ Fees	▶ Equipment Purchases > \$2,500	▶ Data Processing
▶ Advertising	▶ Postage	▶ Fiscal Agent Fees
▶ Office Expenses	▶ Publications	▶ Membership Dues & Fees
▶ Legal	▶ Reproduction	▶ Screenings
▶ Travel	▶ Stationary/Supplies	▶ Staff Trainings
▶ Other	▶ Telephone	▶ Temporary Labor
	▶ Cell Phones	
	▶ Office Rent	
	▶ Answering Machine	

EXPENSES – Tenant Services/Utilities

- ▶ ASSET MANAGEMENT FEES
- ▶ TENANT SERVICES
 - ▶ Resident Advisory Board (RAB) Approved Costs
 - ▶ \$15 per AMP unit under Approved RAB
 - ▶ \$25 for total funding with \$10 for accounting services held back by PHA.
- ▶ UTILITIES
 - ▶ Water
 - ▶ Electricity
 - ▶ Gas
 - ▶ Fuel
 - ▶ Sewer

EXPENSES - Maintenance

- ▶ MAINTENANCE
 - ▶ Salaries & Benefits
 - ▶ Materials
 - ▶ Paint
 - ▶ Lumber
 - ▶ Plumbing
 - ▶ Electrical
 - ▶ Supplies
 - ▶ Appliances
 - ▶ Vehicle Supplies and Maintenance
 - ▶ Landscaping
 - ▶ Snow Removal Supplies
- ▶ Contracts
 - ▶ Garbage Removal
 - ▶ Heating & Cooling
 - ▶ Elevator Maintenance
 - ▶ Landscaping & Grounds
 - ▶ Unit Turnaround
 - ▶ Electrical
 - ▶ Plumbing
 - ▶ Extermination
 - ▶ Janitorial
 - ▶ Routine Maintenance, Fire Alarm and Misc.

EXPENSES – Protective Services, Insurance

- ▶ PROTECTIVE SERVICES
 - ▶ Supplies
 - ▶ Contracts
- ▶ INSURANCE
 - ▶ Property
 - ▶ Liability
 - ▶ General
 - ▶ Directors & Officers
 - ▶ Workers Compensation
 - ▶ Other
 - ▶ Auto
 - ▶ Crime

EXPENSES – General, HAP

- ▶ GENERAL
 - ▶ Other General Expenses
 - ▶ Compensated Absences
 - ▶ PILOT
 - ▶ Bad Debt
 - ▶ Severance expenses
- ▶ HOUSING ASSISTANCE PAYMENTS
 - ▶ Tenant Protection
 - ▶ Portability Out
 - ▶ All Other
 - ▶ Portability In

OTHER ITEMS

▶ **Capital Expenditures**

- ▶ **CFP funded** – e.g. Elevator Improvements, Architect & Engineers, Required Fire Alarm Improvements, Erosion (Sinkhole), Appliances, Flooring, Tree Removal, Lighting Improvements, Roofing, Generator
- ▶ **Operational Funded** – e.g. Maintenance Trucks, Snow Removal Equipment, Boilers, Computer Servers

**Board of Commissioners Meeting
February 22, 2016**

I. Investment Schedule - attached

II. Active Rent Receivables: \$45,449 (Total Rent Receivable: \$80,095)

Crescent Halls	\$385
Scattered Sites	\$15,508
South 1 st /6 th St	\$8,358
Westhaven	\$21,198

- The number of late fees charged in January: 139.

III. January 2016 Court Results: CRHA filed unlawful detainers on 25 households, 13 were dismissed, 3 continued to trial and 8 households were granted judgment and possession, and 1 was set for trial. CRHA worked out payment arrangements for the 4 that were set for trial.

IV. Vacancies at 1/31/16 - 17:

- Crescent Halls 5
- Scattered Sites 3
- South 1st/6th St 4
- Westhaven 5

Charlottesville Redevelopment and Housing Authority
Schedule of Investments
1/31/2016

Program	Instrument	Balance at 1/31/16	Terms	Availability	Restrictions	Calendar Y-T-D Income
Public Housing	MM 391582412	\$32,490.88	31 day MM APY 0.15%	Same as Cash	Public Housing only	\$ 2.75
	MM 4224639	\$274,558.77	31 day MM APY .2%	Same as Cash	Public Housing only	\$ 46.50
Section 8	MM 391584012 (HAP)	\$0.00	31 day MM APY .05%	Same as Cash	Section 8 only - HAP*	\$ 0.54
	MM 4224604		ACCOUNT CLOSED		*Interest goes to HUD	
Working Fund		\$0.00	31 day MM APY 0.05%	Same as Cash	Section 8 only - Admin	\$ 0.54
	MM 4224612	\$79,739.11		Same as Cash	Board Discretion	\$ 10.13
Urban Renewal			31 day MM APY 0.2%		(business incubator, entrepreneurship)	
	MM 391583212	\$210,131.48	31 day MM APY .2%	Same as Cash	Board Discretion	\$ 35.59
	MM 4224582	\$171,877.16	31 day MM APY 0.2%	Same as Cash	Board Discretion	\$ 29.11
	MM 4224698	\$186,967.02	31 day MM APY .2%	Same as Cash	Board Discretion	\$ 31.67
Totals		\$955,764.42				\$ 156.83

RESIDENT SERVICES SAFETY MEETING
SOUTH 1ST STREET COMMUNITY ROOM
WEDNESDAY, JANUARY 13, 2016 AT 2 P.M.

Resident Services Committee Members Present: Joy Johnson; Charlene Green; Mike Murphy; Wendy Lewis; Steve Knick;

Commissioners Present: Audrey Oliver; Julie Jones.

CRHA Staff Present: Amy Nofziger, Executive Administrator; Samuel Painter, Asset Manager; Richard Brady, Maintenance Supervisor/Modernization Coordinator.

Joy Johnson opened the meeting at approximately 2:05 p.m. with introductions by all in attendance.

Resident discussions included:

- Possible ways to educate residents of the Barment Policy (newsletter, Board meetings, workshops). Workshop committee members: Samuel Painter, Wendy Lewis, Joy Johnson and Brandon Collins.
- Wanting CRHA staff available for after hour resident disputes;
- Wanting a Hotline number;
- Finding a way to ensure residents that the callers' personal info will not be released when calling the CPD;
- Wanting City Council to investigate lift issue or use City staff to replace the lights;
- Wanting community policing and patrols;
- Investigating CPD sub-stations be added at S. 1st St. and Westhaven;
- Would like the survey results from CPD;
- City Manager's Office, Mike Murphy, is handling the task of making magnets;
- Wanting Region 10 to conduct workshops about how to report abuse/neglect of children/elderly;
- Investigating if Ready Kids (formerly CYFS) can assist with monitoring bus stops and playgrounds;
- Lighting is a big concern;
- Joy Johnson said she will contact DSS and Region 10 about offering mediation.

The meeting adjourned at approximately 4 p.m.

RESIDENT SERVICES COMMITTEE MEETING
SOUTH 1ST STREET COMMUNITY ROOM
THURSDAY, JANUARY 14, 2016 AT 1 P.M.

Committee Members Present: Joy Johnson; Wendy Lewis; Steve Knick; Mike Murphy; Charlene Green.

Commissioners Present: Audrey Oliver; Julie Jones.

CRHA Staff Present: Amy Nofziger, Executive Administrator; Richard Brady, Maintenance Supervisor/Modernization Coordinator.

Welcome/Introductions: Joy Johnson opened the meeting at approximately 1:05 p.m. with introductions by all in attendance.

Review of Safety Meeting: Ms. Johnson gave a recap of discussions from the Resident Services Safety Meeting that was held Wednesday, January 13, 2016.

Update on CRHA: Julie Jones gave update on the hiring of a new Executive Director. Ms. Jones said phone interviews are being conducted and the hope is to have in person interviews in February.

Update Redevelopment: Ms. Johnson said that she, Kathy McHugh and Julie Jones met to review Redevelopment Committee applications. She said they haven't received much interest and are actively soliciting applications from residents. Brandon Collins said PHAR is conducting workshops throughout January and asking for resident input on their vision for redevelopment. Topics such as expanding green spaces, expanding affordable housing and density are part of the discussions. Mr. Collins said the summary is in rough draft form and should be out to the public after the workshops have concluded.

Structure and Priorities of RSC: Ms. Johnson said RSC make recommendations to the Board of Commissioners and that she has been working hard to bring services to the residents. She said that outside of this meeting, she had talked to Jennifer McKeever about becoming co-chair of the RSC Committee. She said Ms. McKeever was receptive and asked for resident feedback about making this change. Resident input was positive and Ms. McKeever was nominated as co-chair of the RSC Committee.

Other comments were that the RSC committee hasn't been effective in the past to resolve resident concerns and conducting a survey of resident needs. Ann Mason, Region 10, passed out a Services Flyer and said that they are looking for peer mediators at each site to be on-call support. CRHA Board Chair Julie Jones suggested RSC create and present to the BOC MOU guidelines about third-party service providers.

Resident Concerns: Discussions included:

- Safety at Crescent Halls;
- Cleanliness at Crescent Halls;
- Explore community wide options to establishing more 1 bedroom housing.;
- RSC to reach out to JABA to join RSC;
- Wendy Lewis said she will reach out to Frank Dukes, UVA, for services provided;
- Explore the services that are at other facilities and bring those to public housing;
- Holly Edwards said she will ask nursing students to poll residents for services/activities they would like offered;
- Richard Brady gave an overview of the new maintenance tech schedule at Crescent Halls and a lighting update for all sites;
- Joy Johnson said she would talk to Mike Murphy about him talking to Parks & Rec about bringing activities to Crescent Halls;
- Personal property damage and vandalism occurring on-site;
- Residents being responsible for their guests;
- Julie Jones said she wants a committee to create a camera policy;
- Lease enforcement;
- Towing enforcement.

The next Resident Services Committee Meeting will be held at S. 1st St. Community Room on Thursday, February 11, 2016, at 1:00 p.m.

The meeting adjourned at approximately 3:15 p.m.

**Resident Services Committee
February 11, 2016
Meeting Minutes
South First Street Community Center**

Committee Members Present: Kelly Logan, Charlene Greene, Jennifer McKeever, Kelly Logan, Capt. Wendy Lewis, Joy Johnson

CRHA Board Members Present: Audrey Oliver, Julie Jones

Ms. Johnson called the meeting to order at approximately 2:05 PM. She gave an overview of the agenda for the meeting: Updates followed by an opportunity for the group to reflect on issues that came up at past meetings.

Co-Chair Jennifer McKeever shared that she had drafted a letter about things that are ongoing that haven't been satisfactorily addressed. There is a continual question about who is responsible for these projects. A proposal was made to start a google doc. listing concerns and action items so we can better keep track of any progress made.

Discussion of CRHA Parking Policy:

Ms. McKeever and residents had questions about the parking policy and want clarification on what the policy is, especially the passes for visitors. Additionally the towing fees are really high and they wonder whether or not there is a way to negotiate lower fees. To be clear, residents do want the parking policy to be enforced, but want to ensure that residents are fully educated and that the policy is reasonable.

There was a question as to whether or not the re-striping had been completed on all properties. And if not, when will it be done?

Update on the sinkhole at Westhaven and Lighting projects:

The Committee requested an update on the sinkhole at Westhaven and an update on the lighting project at South First St.

Ms. Jones said that with ARHA's help CHRA has prioritized the sinkhole as a safety issue and is moving to use the 2012 capital funds to address the emergency.

The committee questioned if the Army Corps of Engineers might be able to help? Also they wonder if there is a way to at least get adjacent property owners to stop water and mud washing off their properties onto Westhaven.

Ms. Jones did not know the status of the S. First lighting project but said she would ask CRHA staff for an update and share that information with the committee and give an update at the next CRHA board meeting.

Resident Services Committee
February 11, 2016
Meeting Minutes
South First Street Community Center

Captain Lewis said that the police recently conducted another lighting survey at S. First street and will share the results with the committee and CHRA staff. There was a complaint that the lighting is not bright enough—brown lights.

Update on CRHA ED Search:

Ms. Jones gave an update on the hiring process for the CRHA ED. She reported that three finalist candidates have been identified and they are coming to Charlottesville on February 24th for in-person interviews. Interviews will be conducted by three panels- a resident panel, a staff panel, and a community stakeholder panel.

There was a question about whether or not ARHA, as interim managers, will attend the resident services committee at any time or if they plan to meet with PHAR.

Discussion on Past Events and Ways to Move Forward:

Joy Johnson, Chair gave an overview of the structure of this committee – a forum for residents to express concerns, questions, and community needs together with service providers from the community who might be able to address those concerns. When necessary, the committee should propose policy items to the CRHA board for their consideration and attention.

Many people voiced frustration that the same issues seem to be talked about over and over with out the problems really ever being addressed. Ms. Greene suggested the committee list things that people have heard over and over again and give list at every meeting with the hopes that we can check things off. Ms. McKeever shared that the school board uses a google doc. Excel spreadsheet to keep track of projects and offered to create one for this Committee.

As some recent meetings have been difficult, the committee discussed setting ground rules to ensure that meetings remain safe and productive for all in attendance. It is important that the committee create a culture of respect.

Some suggested ground rules include:

No name calling

No abusive language

Keep Personal issues private

Be respectful – we will treat each other with respect and expect those who join us to be respectful. Professionals, service providers, staff

Practice Active Listening, pay attention

Be mindful of your speech, actions, and body language

The committee talked about needing somebody to facilitate the discussion—different than the chair. Someone to notice emotions in the room, help keep things

Resident Services Committee
February 11, 2016
Meeting Minutes
South First Street Community Center

on track, to pay attention to the energy in the room and point out when folks are being disrespectful or not following rules we establish as a group.

When CRHA Staff participate in the meeting, they must conduct themselves professionally and follow the ground rules too.

Update from Service Providers:

Region 10 shared that they are brining services to several sites now, and will continue to recruit residents to participate. The were thinking of naming their program "Vinegar Hill" and wanted the committee's feedback on that idea. The committee voiced that the name didn't reflect the nature of the service provide and might be confusing.

Capt. Wendy Lewis shared that she spoke with Frank Dukes about possible mediation services. He suggested we look to the Mediation Center of Charlottesville to see if they had services they could offer.

RCS Committee Projects:

1. A survey initiative to find out what services residents would like to have on their sites.
2. A Safety and Education committee is putting together a training for residents are barment and other safety issues. (see January meeting minutes)

The meeting adjourned at approximately 3:00 PM

Julie Jones took notes and respectfully submitted these minutes



Resident Services Committee Meeting

**THURSDAY, MARCH 10 AT 1 P.M.
WESTHAVEN COMMUNITY ROOM**

THE RSC PROVIDES A FORUM FOR RESIDENT FEEDBACK. THIS INPUT HELPS CRHA BETTER DEVELOP POLICIES AND PROCEDURES THAT AFFECT RESIDENTS. THE RSC ALSO ACTS AS A VOICE FOR RESIDENT COMMUNITIES. IT WORKS TO ENSURE QUALITY IN ALL CRHA HOUSING.

THERE IS A RAFFLE FOR A \$10 RENT CREDIT FOR CRHA RESIDENTS WHO ATTEND!

Charlottesville Redevelopment and Housing Authority

PARKING AND TOWING POLICY

Adopted By CRHA Board of Commissioners: _[date]_

I. Purpose, Scope, and Enforcement

This Parking and Towing Policy ("Policy") of the Charlottesville Redevelopment and Housing Authority ("CRHA") is intended to help ensure the availability of parking for CRHA residents. This Policy applies to all CRHA properties with designated resident parking areas. The Executive Director (or any designee(s)) is authorized to enforce this Policy. This Policy shall supersede any existing CRHA policy pertaining to parking and towing.

II. Resident Vehicle Registration

All resident owned or operated vehicles must be registered with CRHA at the Rental Office. As a condition of registration, resident shall provide the following information for each vehicle: make, model, color, and license plate state and number. Upon registration, CRHA will issue a registration sticker to be displayed in the back left corner of the rear window of the vehicle. Registration stickers may not be transferred between residents or vehicles; each resident owned or operated vehicle must be registered separately. It is the responsibility of all residents to ensure that the resident's vehicle(s) is registered with CRHA and that the registration sticker is properly displayed at all times, in accordance with this Policy.

III. Guest Passes

CRHA shall issue to residents two guest passes per unit. Residents are responsible for distributing and collecting guest passes from their guests. Guest passes shall be hung from the rear view mirror of the guest vehicle at all times while parked on CRHA property.

IV. Towing

Any vehicle parking on CRHA property not properly displaying a valid resident registration sticker or guest pass shall be towed without warning at the owner's expense, with the exception of following:

- a.) vehicles of CRHA staff and members of the Board of Commissioners, and their guests on-site for CRHA business;
- b.) law enforcement and emergency vehicles;
- c.) marked pick-up and delivery vehicles belonging to agencies and businesses in the process of providing goods or services to residents;
- d.) moving vehicles in the process of being used for resident move-in or move-out; and
- e.) vehicles belonging to members of the public on-site for any public CRHA Board or Committee meeting.

V. Parking Permitted In Designated Areas Only

Any vehicle not parked within an individually marked, designated parking space shall be towed without warning at the owner's expense, regardless of whether such vehicle displays a resident registration sticker or guest pass. This includes any vehicle parked in a space designated for disabled individuals that does not display a valid disabled parking placard or license plate.

VI. Lost Resident Stickers and Guest Passes

Residents are responsible for promptly reporting lost or stolen resident registration stickers and guest passes. All resident registration stickers and guest passes shall be returned upon resident move-out. CRHA shall issue replacement resident registration stickers at no charge to the resident. Residents shall pay a \$10 replacement fee for lost or stolen guest passes and for guest passes not returned at move-out.

VII. Inoperable Vehicles

No inoperable vehicles may be parked in CRHA parking areas. For the purposes of this policy, an inoperable vehicle which is not in operating condition, or does not display a valid license plate or inspection decal. As a courtesy to residents, CRHA shall give one written warning 10-days in advance of towing any inoperable vehicle properly displaying a valid resident registration sticker or guest pass; thereafter, any inoperable vehicle remaining upon CRHA property shall be towed without further warning at the owner's expense. All other inoperable vehicles will be towed without warning at the owner's expense.

CRHA Board of Commissioners 2016

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